

ST. THERESE EMPLOYEE DIRECTORY

CLERGY

OUR PASTOR

Fr. Mark Lawlor, ext. 2102 mlawlor@sainttherese.net

DEACONS

Rev. Mr. Joe Santen

gon2mass@att.net

Rev. Mr. John Sims

Retired

Rev. Mr. Myles Decker

Retired

STAFF

PARISH OFFICE STAFF (LOCATED IN THE ADMINISTRATION BUILDING)

704-664-3992 | Open Monday-Friday 9:00am-2:00pm

Parish Manager | Melinda Drury

ext. 2101, mdrury@sainttherese.net

Melinda directs the administration of the Parish. She manages the finances, supervises the Parish Office staff, grounds and maintenance, facility scheduling, communications and stewardship of the parish.

Bulletin Editor/Social Media Coordinator | Patricia Van Buren

ext. 2118, pvanburen@sainttherese.net

Patricia is the point of contact on promoting parish programs and events within the parish through the bulletin, posters, and fliers. She also adds program details to the parish My Church Events online calendar. Parish program and event information is advertised in the local community through Social Media.

Director of Music Ministry | Stephanie Sendlewski

ext. 2106, ssendlewski@sainttherese.net

(Office: Parish Life Center, Room 102)

Stephanie is responsible for leading the music ministry of the parish, including selecting, preparing and playing music for 3-4 regular weekend liturgies and all special liturgies; preparing all musicians/vocalists for performances at Masses and other liturgies/celebrations; supervising the Sound Technician and other accompanists; and providing musical assistance for Faith Formation and Preschool programs, as needed.

Facilities Maintenance Director | Dave Conklin

ext. 2108, dconklin@sainttherese.net

Dave is responsible for the effective, efficient and safe maintenance and upkeep of parish buildings, grounds, and equipment. He orders supplies for church functions and is the point of contact for posting/hanging banners and signs around the campus. Dave is the Parish Staff liaison to the Buildings and Facilities Commission and the Safety Committee.

Latino Ministry Coordinator | Open Position

Our Latino Ministry Coordinator is the liaison between the Latino community and the parish community. She assists in the coordination of Quinceaneras for Spanish-speaking parishioners, promotes the spiritual and social growth of Spanish-speaking parishioners, and coordinates the Spanish Masses on Sunday afternoons.

Liturgy Coordinator | Rosemary Hyman

ext. 2315, ryman@sainttherese.net

Rosemary manages the implementation of all religious celebrations at the Church. She also trains, oversees and schedules all liturgical ministers (Altar Servers, Eucharistic Ministers, Greeters, Lectors, Ushers, Mass Coordinators, and Sacristans). She also works at the Welcome Desk in the Church Narthex during weekend Masses.

Ministry Communications Coordinator | Lisa Cash

ext. 2105, lcash@sainttherese.net

Lisa is the liaison between the existing parish ministries and the parish office. She promotes parish programs and events within the parish through weekly news emails, posters and the parish website. Parish program and event information is advertised in the local community through the Catholic News Herald and local newspapers.

Office Assistant/Facilities Scheduler | Christine Leal

ext. 2100, cleal@sainttherese.net

Christine is the main point of contact for anyone needing information from the Parish Office. She serves as receptionist and administrative assistant, and coordinates the use of all parish facilities.

Operations Assistant | Mike Kilburn

ext. 2301, mkilburn@sainttherese.net

Mike is the Operations Assistant at St. Therese. His main responsibilities will be financial duties: posting parishioner contributions and attendance; preparing general ledger reconciliations; processing/evaluating online giving; supervising offertory counter ministry; and assisting the Parish Manager with financial reporting. He will also offer back up and support in additional areas.

Volunteer Coordinator | Mollie Anderson

ext. 2117, manderson@sainttherese.net

Mollie is responsible for all elements of volunteering: recruiting, screening and showing appreciation for the volunteers in our ministries. She maintains the current Safe Environment compliance requirements from the Diocese and updates this information in our database. Mollie is also the Parish Office liaison to the Welcome Committee and the Stewardship Committee.

FAITH FORMATION STAFF (LOCATED IN THE PARISH LIFE CENTER)
704-664-7762

Director of Faith Formation | Carmen San Juan

ext. 2109, csanjuan@sainttherese.net

Carmen oversees all educational programming within the Parish. Responsibilities include oversight of Little Way Preschool, all Faith Formation classes, baptisms, sacramental preparation for First Communion, First Reconciliation and Confirmation, Youth Ministry, RCIC, Adult Education programming, and the Sunday Nursery.

Youth/Young Adult Ministry | Anthony Beauregard

ext. 2122, abeauregard@sainttherese.net

Anthony coordinates middle school programs, high school youth ministry and young adult ministry under the direction of the Director of Faith Formation.

Sacrament Coordinator | Kim Mertes

ext. 2115, kmertes@sainttherese.net

Kim coordinates all programs for our students receiving First Holy Communion, First Reconciliation and Confirmation.

Sunday Nursery Supervisor | Christine Russo

Christine is responsible for caring for our youngest parishioners in the Sunday Nursery. *Please note: the Sunday Nursery is currently Closed due to the pandemic.

LITTLE WAY PRESCHOOL (LOCATED IN THE PARISH LIFE CENTER)
704-664-7762, ext. 2318 or 980-444-2305

Director of Little Way Preschool | Dayna Auten

ext. 2318, dauten@sainttherese.net

Dayna manages and supervises the day-to-day administration of the preschool program for St. Therese Little Way Preschool.

10/19/20 lmc